



## FIRST THINGS FIRST

*The right system for bright futures*

### Arizona Early Childhood Development & Health Board

#### Draft Strategic Planning Minutes

January 22, 2008 – Day One

##### **Call to Order – Opening Remarks and Introduction of the Board**

The strategic planning session of the First Things First – Arizona Early Childhood Development and Health Board was held on January 22 and 23, 2008 at the Mesa Convention Center 263 North Center Street, Mesa, Arizona 85211. Chair Mathis Basha called the session to order at approximately 8:20 a.m.

Chair Mathis Basha welcomed everyone to the strategic planning session and opened by sharing her expectations for the Board and participants in the planning session.

Members Present:

Nadine Mathis Basha, Rhian Evans Allvin, Pamela Powell, Vivian Saunders, Paul Luna, Gary Pasquinelli, Cecil Patterson, Gene Thompson, and Steven Lynn

Ex-Officio Members Present:

Susan Gerard, Tracy Wareing and Amy Corriveau

##### **Key Elements of Strategic Planning Process**

Carla Carter, Session Facilitator, reviewed with the Board the strategic planning model to be used and defined the key elements. Ms. Carter also reviewed the agenda and ground rules, informing the group that the two day session would take them through the measures element.

##### **Description of Systems Framework**

Elliott Hibbs, Executive Director, reviewed the draft of the Systems Framework. The document was developed as an overarching guide to the mission, vision and how FTF would operate. Carla Carter, Session Facilitator, led a group discussion to gather feedback to improve the draft.

##### **Description of Long-Term Outcomes and Measures Draft**

Elliott Hibbs, Executive Director, reviewed the long term outcomes and measures draft and explained how they connected to the mission, vision and goals of FTF. Mr. Hibbs reinforced that the definition of “long-term” is a time horizon of 10-20 years.

##### **Review/Refine Long-Term (10-20 years) Outcomes and Measures**

Carla Carter, Session Facilitator, directed groups consisting of Board members, staff and participants from the general public to review the long-term outcomes and measures.

##### **Large Group Round Robin on Top Three Small Group Feedback Items**

More than a dozen tables participated and offered their top three feedback items to the group on key elements.

### **Large Group Discussion of Above Long-Term Outcomes and Measures Presentation**

Carla Carter, Session Facilitator, briefly reviewed the recommendations forwarded by each group.

### **Description of Work Group Outcomes**

Connie Shorr, Assistant Director of Policy and Research, reviewed a draft of the short-term outcomes and measures by goal area with the participants. Ms. Shorr reinforced that the definition of “short-term” is a time horizon of 3-5 years.

### **Refine Short-Term (3-5 years) Outcome Statements**

Carla Carter, Session Facilitator, directed groups consisting of Board members, staff and participants from the general public to review the short-term outcomes and measures.

### **Large Group Round Robin of Outcome Statements**

The group participants presented their feedback on each of the short-term outcome statements.

### **Consensus Building on Short-Term Outcomes**

Carla Carter, Session Facilitator, briefly reviewed the recommendations forwarded by each group. It was determined that to continue the discussion on day two.

### **Evaluation of Day's Progress**

Carla Carter, Session Facilitator, solicited feedback on the events of the day.

**Session recessed at approximately 4:55 p.m. on January 22, 2008.**

**Session resumed at approximately 8:10 a.m. on January 23, 2008.**

**January 23, 2008 – Day Two**

### **Review of Day One Results**

Carl Carter, Session Facilitator reviewed with the Board the results of day one.

### **Review/Refine Draft Measures of Short-Term Outcome Statements**

Carla Carter, Session Facilitator, directed groups consisting of Board members, staff and participants from the general public to review and refine the draft measures of the short-term outcomes statements. Ms. Carter stated that the key to realizing long-term outcomes is getting specific actions in place over the short-term strategic planning horizon of 3-5 years.

### **Presentation of Measures to Large Group**

The table groups presented to the participants the refined draft measures of the short-term outcome statements.

### **Gain Consensus on Measures**

Carla Carter, Session Facilitator, briefly reviewed the recommendations forwarded by each group.

### **Develop Decision Criteria for Prioritization**

Carla Carter, Session Facilitator, guided the Board to list criteria for prioritization of short-term outcomes. The Board looked at the sample criteria offered and developed a final list.

### **Prioritization of Outcomes**

It was a consensus of the Board that the prioritization of outcomes be tabled until they had the opportunity to review the outcomes of the two day session.

### **Discussion of Results and Final Prioritization**

Tabled

**Large Group Discussion of the Linkage/Alignment of System Framework and Long and Short-Term Outcomes and Measures**

FTF staff synthesized the feedback from day one and drafted a revision of the Systems Framework document for review. The revised draft was presented and met with positive response and additional suggestions from the Board and members of the public.

**Large Group Discussion on Statewide Opportunities, (including Advocacy, Collaboration and Funding)**

The Board discussed their thoughts on Statewide vs. Regional initiatives. Several critical success factors and various approaches were discussed.

**Next Steps/Evaluation of Session**

Carla Carter, Session Facilitator, summarized that the FTF staff would provide the Board with the synthesis and revised draft versions of the materials from the session for further review at the February Board meeting.

**Adjourn**

There being no further business, Chair Mathis Basha adjourned the strategic planning session at 4:15 p.m.